

## **ACCOUNTING ASSISTANT II**

### **DEFINITION:**

Under general supervision, performs a variety of routine to difficult accounting clerical, utility billing and cashiering work in support of City accounting and financial functions. Performs related work as required.

### **CLASS CHARACTERISTICS:**

Accounting Assistant II is the journey level class of this series, fully competent to perform a variety of accounts payable, accounts receivable, cashiering, utility billing and financial record keeping duties. This class is distinguished from the general office support classes in that the responsibilities relate specifically to the processing, audit, review and reconciliation of accounting and financial information.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Act as cashier for the receipt of funds for various City utility, licensing, permit, and other activities.
2. Prepare receipts, balance cash received and reconcile invoices.
3. Process utility payments and enter appropriate data into an on-line computer.
4. Process periodic utility and garbage billings, including producing billing forms and preparing them for mailing.
5. Obtain information from and for consumers and complete forms to begin and end utility service.
6. Prepare delinquent notices, follow-up on returned checks, and arrange for collection of delinquent accounts.
7. Process City's purchase orders and verify compliance with City purchasing policies.
8. Prepare, verify and process various applications and renewals.
9. Maintain a petty cash fund for employee reimbursements.

## **Accounting Office Assistant II**

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

10. Process vendor's invoices for payment, including confirming authorizations extending figures, computing discounts, and input data to produce checks and reports.
11. Contact vendors regarding invoice discrepancies.
12. Maintain and monitor active contract file for verification of compliance with financial obligations and purchasing policy.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Perform a variety of office support duties such as maintaining files, typing correspondence, processing mail and providing back-up to other City departments.
2. Answer citizen inquiries regarding services provided.
3. Maintain records, post to and reconcile various accounts and perform other accounting office support duties as assigned.
4. Perform other related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Bookkeeping and accounting clerical procedures as related to accounts receivable and cashiering, accounts payable, and other standard accounting office functions.
2. Basic business data processing principles as applied to financial record keeping.
3. Applicable accounting software.

#### **Skill in:**

1. Posting, verifying, compiling and reconciling various accounting documents, records and reports.
2. Using independent judgment within established guidelines.

## **Accounting Office Assistant II**

3. Prioritize work, coordinating several projects at one time, and meeting critical deadlines.

### **Ability to:**

1. Rapidly learn the policies and procedures pertaining to the work.
2. Communicate effectively, both verbally and in writing.

### **JOB REQUIREMENTS:**

1. Equivalent to graduation from high school.
2. Two years of increasingly responsible experience involving the preparation and maintenance of accounting or financial records.

Some Accounting Office Assistant II positions require:

3. A valid California Class C drivers license in conformance with adopted City driving standards.

### **OTHER QUALIFICATIONS:**

1. Some college level accounting or bookkeeping course work desired.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, desk and mainframe printers
3. Cash register
4. Copy machines
5. Fax machines
6. Telephone
7. Calculator
8. Typewriter
9. Binding machine

Some Accounting Office Assistant II positions may use:

## **Accounting Office Assistant II**

1. Signature machine
2. Burster (Check separating machine)
3. Two- and three-hole punch

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting
5. Standing
6. Pushing/pulling
7. Manual dexterity
8. Speed in meeting deadlines
9. Lifting of up to 25 lbs.

Some Accounting Office Assistant II positions include:

1. Driving

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 99% of the time  
Travel: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Some Accounting Office Assistant II positions include:

1. Indoors: normal office conditions, 95% of the time  
Travel: varying conditions, 5% of the time